

**Checklist for condonation of delay in submission of Softex for the period
prior to STPI Registration**

An application for condonation of delay in submission of SOFTEX for the period between IEC date and prior to STPI registration may be submitted in the form of Condone Request Letter addressed to “**The Director, STPI Gurugram**” along with the following details:

1. Registration Date
2. Registration Validity Date
3. IEC No. & Date (furnish copy of IEC document)
4. Reason for non-filing of the Softex within the stipulated time
5. Details of Invoices for the said period as per table below:

Sl.No.	Invoice No.	Invoice Date	Invoice Value in Foreign Currency	Export Value in INR

6. Details of Condonation taken earlier:
 - Date of Condonation_____
 - Period of Invoices_____
7. Whether the Softex statements filed for the subsequent period (if yes mention the period)_____
8. Undertaking from exporter (Confirming that such lapses of delay in submission of Softex will not recur in future)
9. Contact details for correspondence (including Contact No. & email ID)

10. The exporter shall furnish a certificate from a Chartered Accountant/ Statutory Auditor that the exports have taken place as per the declaration of the exporter and the payment has been realized in full through and AD bank.
11. The exporter shall furnish a certificate from the AD bank that certifies that the payments against the exporter have been realized in full and remain outstanding in EDPMS.
12. A declaration from the exporter that these exports were genuine trade transactions undertaken and that the payments have been realized in full through an AD bank.